RECORDS RETIREMENT REQUEST

ASSIGNED BY CIA RECORDS CENTER

JOB NO. 55-201

FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE CALL EXT. 8311 AND REFER TO ABOVE JOB NUMBER.

Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by CIA Records Center.

PART I *(TO BE COMPLETED BY THE RECORDS CUSTODIAN)*

TO:	FROM: (Office)	DIVISION
Chief, Records Center.	OMR	St/A
	BRANCH: -	SECTION: Records

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES *(Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.)* IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST *(Check appropriate box below.)*

These records include a portion of the OAD/RR files prior to 1 January 1953. Although some papers date back as far as 1946, the greater number are 1952 files.

The bulk of the material is filed by source though the subject file, the case file and the alphabetical file are utilized.

[X] SHELF LIST ATTACHED [ ] SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS: Secret and below

FILE EQUIPMENT OCCUPIED BY RECORDS: [ ] LETTER [ ] OTHER *(specify)* [X] LEGAL 5 NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH: Once a month

LOCATION OF RECORDS

BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN
25X1 M	1106		29 April 1955	

PART II *(TO BE COMPLETED BY THE AREA RECORDS OFFICER)*

TYPE OF MATERIAL: [X] RECORD [ ] NON-RECORD

RESTRICTIONS ON USE OF RECORDS *(If no restrictions write "None")*

Personnel of OAD/RR only

DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

Item #4, OMR Records Control Schedule

000013

BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER
25X1 M	1106		29 April 1955	25X1A

FORM NO. 140 REPLACES FORM 140, 1 OCT 54 (13-46)

PART III *(TO BE COMPLETED BY THE RECORDS CENTER)*

REFERENCE ACTIVITY

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL

STORAGE LOCATION

JOB NO.	AREA	ROW	SPACE

FOLD HERE

DISPOSAL ACTIVITY

OFFICE	DIVISION	BRANCH	SECTION	DISPOSAL DATE

AUTHORITY FOR DISPOSAL

SCHEDULE NO. *(or List)*	PAGE	ITEM

REMARKS

RECEIPT PROCESSING

CUBIC FEET	NO. OF CONTAINERS	TYPE OF CONTAINERS	DATE RECEIVED	RECEIVED BY

25X1

Next 3 Page(s) In Document Exempt

Approved For Release 2005/01/10 : CIA-RDP84-00022R000200010019-2

1955

TRANSMITTAL SLIP

(Date)

TO: O/DCI Historical Staff

BUILDING Centaur | ROOM NO. 220

REMARKS:

Janice:
This is a listing of ORR records dated prior to 1953 which are now in the Records Center.

25X1A

000012

FROM [redacted]

BUILDING M | ROOM NO. 1122 | EXTENSION [redacted]

25X1

FORM NO. 36-8
SEP 1946

16—65268-1 GPO